

Chief, Administrative Staff

8 August 1950

Management Officer

Revision of Fiscal Division, Administrative Staff, Table of Organization.

1. In accordance with your verbal request, we re-examined certain phases of the Fiscal Division to re-check the following items which were contained in our original report to the Executive, with the following findings:

a. Travel Section. Originally, this office recommended that the Travel Section be reduced from five positions to three. Reduce to the lowest common denominator the two voucher auditors who are handling an average of eight vouchers a day, or an average of two hours per voucher. Comparing this production to that of a comparable position in the Special Support Staff, three auditors are processing 20 vouchers a day, or an average of approximately seven vouchers per auditor. Further, it is estimated that the vouchers of the Special Support Staff are at a minimum 50 per cent more complex than the vouchers handled by the Travel Branch, Fiscal Division.

b. Fiscal Inspector's position. It is our studied belief that the position as now described is not justified. We are convinced that Classification will reduce the grade considerably. Our original recommendation was that the position and its incumbent be transferred to the Special Support Staff where he could be employed full-time, and that his functions be written to include "that the Fiscal Inspector of the Finance Division, Special Support Staff, be responsible for those matters of the Fiscal Division, Administrative Staff, as are functions of a fiscal inspector". The table of organization for Finance Division, Special Support Staff, provides positions to cover functions of fiscal inspection therefore only the incumbent need be transferred.

c. We recommended the reduction of one position in the Payroll Branch. Management will ask that this position not be withdrawn at this time. I believe that the recommendation when made was sound; however, since that time there has been an increase in the workload, especially in view of the six-day week upon which most offices are now operating. However, it must also be

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recognized that the bulk of the CIA echelons are going to operate on a six-day week, and it is not unreasonable to expect the Fiscal Division to work 48 hours likewise. However, the Management Staff and the Machine Methods Branch of OCS have not yet been able to apply machine methods to the overt payrolls. Therefore, we will ask the Acting Executive (who has already directed that the original recommendations be carried out) to allow us to suspend the withdrawal of the one payroll position until machine methods can be applied to the payroll function of the Fiscal Division.

2. In support of the above, we would like to point out that we feel there are overlaps and duplications which if eliminated would improve their production. These matters have been discussed with [REDACTED] and members of his staff.

3. In view of instructions included in paragraphs 2a and b of memorandum dated 13 April 1959 from the Acting Executive and the additional information contained in paragraphs 1 and 2, above, the table of organization for Fiscal Division, Administrative Staff, will be revised accordingly.

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cc: Subject File ✓

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